

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear [REDACTED]

Letter of Appointment

This letter of Appointment dated Friday 29th October 2021, is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	PS21128 – BBSRC Stakeholder Engagement
From:	UK Research and Innovation , Polaris House, North Star Avenue, Swindon, SN2 1FL (" Customer ")
To:	Pye Tait Limited , Royal House, 110 Station Parade, Harrogate HG1 1EP (" Supplier ")

Effective Date:	Monday, 8 th November 2021
Expiry Date:	Friday, 11 th March 2022 (Noting that this end date is indicative and the period for completion may be slightly later due to potential delays during the festive period).

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Customer's Project Specification attached at Appendix A and the Supplier's Proposal attached at Appendix B.
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Key Individuals:	UKRI Project Manager – [REDACTED] Supplier Project Manager – [REDACTED]
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Contract Charges (including any applicable discount(s), but excluding VAT):	As per AW5.2 Price Schedule response highlighted within the RM6018 Contract Terms, section; Annex 1 – Contract Charges. The total value of this contract shall not exceed £38,400.00 Excluding VAT.
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Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £5 million for each individual claim. Additional employers' liability insurance with a minimum limit of £5 million indemnity. Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £2 million for each individual claim. Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £5 million for each individual claim.
Liability Requirements	Suppliers limitation of Liability (Clause 18.2 of the Contract Terms);
GDPR	Please see Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects).

FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier:

Name and Title:

[REDACTED]

Signature:

[REDACTED]

Date:

02/11/2021

For and on behalf of the Customer:

Name and Title

[REDACTED]

Signature:

[REDACTED]

Date: 2nd November 2021

ANNEX A

Customer Project Specification

1. Introduction

The Biotechnology and Biological Sciences Research Council (BBSRC) invests in world-class bioscience research and training. This research is helping society to meet major challenges, including food security, green energy and healthier, longer lives and underpinning important UK economic sectors, such as farming, food, industrial biotechnology and pharmaceuticals.

BBSRC is a non-departmental public body and one of the component councils of UK Research and Innovation (UKRI), which was established in April 2018 and brings together the 7 research councils, Innovate UK and Research England. In 2020-2021 we invested £494.6m million in world-class bioscience to further scientific knowledge, promote economic growth, wealth and job creation, and improve quality of life.

Engagement is one of the guiding principles of UKRI and is crucial for ensuring that all stakeholders have a sound understanding of UKRI-BBSRC and are consulted appropriately, leading to improved policies, decision making and helping to ensure future investment in the UK biosciences. To date, BBSRC has commissioned three corporate stakeholder research reports (2014, 2016 and 2018). We are now planning to commission a fourth survey designed to benchmark stakeholder perceptions of BBSRC.

For more information about BBSRC, our science and our impact, visit:

<https://bbsrc.ukri.org/>

2. Aims & Objectives

BBSRC is undertaking a stakeholder engagement survey during autumn 2021 to benchmark the perception and attitudes of stakeholders towards BBSRC and to gauge the level of support from key stakeholder groups.

This exercise will provide insights that can be fed into a new stakeholder engagement strategy and will provide a crucial benchmark prior to the implementation of the strategy. Over the last three years there have been significant developments with potentially wide-reaching implications across the UK's research landscape, including Brexit and Covid-19. Another significant change since the last survey, is that BBSRC is now part of UK Research and Innovation (UKRI). In this context, 2021 is an important time for BBSRC to assess and measure any changes in perceptions or relationships in the past three years and to identify areas where current relationships can be developed, strengthened and maintained, and where new connections should be made.

The overall aim of this research is to help BBSRC understand how it is perceived by its corporate stakeholder community and to identify any key or emerging opportunities and concerns. However, within this, the specific objectives of the research are to:

- Gauge if there has been any shift in perceptions of and attitudes towards BBSRC over the past three years

- Identify if there has been a cultural shift and / or a renewed understanding towards BBSRC and bioscience as a result of the Covid-19 pandemic (including emerging trends and areas to consider)
- Measure UKRI-BBSRC's success in engaging with stakeholders over the past three years (including consistency of messaging, frequency and method of interactions)
- Understand how stakeholders perceive BBSRC's and UKRI's role in the research funding landscape and how this could be developed / improved
- Understand why corporate stakeholders wish to engage with BBSRC and what deliverables they expect from BBSRC and UKRI more widely
- Provide a clear picture of how corporate stakeholders currently view their relationships with BBSRC
- Identify areas where current relationships can be developed, strengthened and maintained
- Identify other stakeholders with which BBSRC should be better connected and recommend actions to facilitate the building of relationships with them
- Provide a baseline for where BBSRC is now, so that progress can be measured in the future

3. Background to the Requirement

This research will be used to build on from and compare the findings from the Corporate Stakeholder Engagement Research Report carried out in 2018:

- <https://bbsrc.ukri.org/about/reviews/consultations/1806-corporate-stakeholder-research-report-2018/>

Additionally, previous Corporate Stakeholder Research, undertaken in 2016 and 2014 respectively, can be accessed here:

- <http://www.bbsrc.ac.uk/documents/1610-bbsrc-corporate-stakeholder-benchmarking-research-report/>
- <https://bbsrc.ukri.org/about/reviews/consultations/1408-stakeholder-benchmarking/>

The findings from these earlier reports were used to help review BBSRC's progress in delivering its Corporate Communications and Engagement Strategy:

- <http://www.bbsrc.ac.uk/documents/bbsrc-comms-strategy-pdf/>

It is important to note that we are now working on drafting a new stakeholder engagement strategy as the aforementioned document is no longer valid.

A small cross-office Task and Finish group have been helping to provide strategic input into the development of a new stakeholder engagement strategy and we will draw on the results of this research to further inform the strategy and implementation plan.

This new piece of stakeholder engagement research, to be carried out in autumn/winter 2021, seeks to plot how it is being perceived by its corporate stakeholder community and gauge if there have been any shifts in stakeholder perceptions, sentiment, and attitudes relative to the 2018 stakeholder engagement survey. It is worth noting that since 2018, significant external events have occurred that may be influential in this current piece of stakeholder research.

Qualitative and quantitative data will be gathered from BBSRC's corporate stakeholders via an online questionnaire, focus groups and telephone interviews. In order to measure performance against certain targets, it will be necessary to utilise some of the same questions as the previous stakeholder engagement surveys. However, there is scope to develop the design of the survey and qualitative questioning. Given the changing policy landscape for science and research, we will not finalise exact areas of questioning until the end of October 2021 and will work with the appointed contractor on this activity.

4. Scope

BBSRC is looking to appoint an external agency to conduct a piece of qualitative and quantitative research to gauge stakeholder perceptions of BBSRC. This will include around 30 in-depth interviews with key stakeholders across a variety of sectors (to be identified by BBSRC), around three focus groups, and an online questionnaire to be sent to over 2000 identified corporate level stakeholders. We may also include a link to the survey on the UKRI website so that we can attract a more diverse range of perspectives. BBSRC will work with the appointed contractor to identify the key areas and themes, which will be used to design the online survey and interview questions.

Findings from the three previous stakeholder engagement surveys (undertaken in 2014, 2016 and 2018) will be used to inform the design of this project. However, in the interests of time and efficiencies, the main comparisons will be drawn from the most recent 2018 survey.

An online questionnaire will be sent to corporate level stakeholders from BBSRC (for Data Protection reasons) in order to gather mainly quantitative data. The appointed contractors will provide support for this activity in terms of design and analysis – for example, by designing the survey and developing a plan to maximise response rate. It will be important to balance comparability with previous years and open up new lines of questioning to reflect BBSRC's latest priorities.

Qualitative data will be gathered from a sub-group of key stakeholders via telephone interviews. The appointed contractor will be responsible for recruiting around 30 stakeholders to be interviewed and for conducting the telephone interviews with them. BBSRC will identify stakeholders who could be possible candidates for in-depth interviews and will identify reserves in case of recruitment issues. The appointed contractor will also be responsible for convening around three focus groups with representative groups of stakeholders to gather further in-depth qualitative data to support this research. It is anticipated that this will be held virtually, depending on government guidance.

The appointed contractor will be responsible for analysing all qualitative and quantitative data using a mixed-methods approach. Bidders are invited to suggest appropriate methodology for the data collection and analysis work.

The appointed contractor will produce a report for BBSRC, based on the qualitative and quantitative findings. This will include a comparison of the data from the previous surveys to explore any changes in attitude, and any progress made and emerging trends. The appointed contractor should also develop a set of recommendations for BBSRC stakeholder engagement based on its findings. This will include consideration of the wider political context and big-picture thinking around BBSRC's stakeholder engagement strategy.

The appointed contractor will work with BBSRC to ensure all data protection issues are considered and addressed in line with the General Data Protection Regulation (GDPR). BBSRC would like the project to commence in October 2021, with the data gathering and analysis to be completed by December 2021 and a final report and recommendations submitted to BBSRC in January 2022.

5. Requirements

By the end of this project, BBSRC will receive detailed analysis of findings from the stakeholder engagement research. The outputs will include transcripts and analysis from around three qualitative focus groups, around 30 in-depth interviews (conducted by the appointed contractor using BBSRC's identified key corporate stakeholders) and the results and analysis of views from around 1,000 stakeholders obtained through a wider, online questionnaire conducted as part of the project of which BBSRC will manage internally. BBSRC will then share the anonymised survey data with the contractor.

Outputs by the contractor will also include all presentation materials, images and infographics created in the preparation of the final report and presentations. The final report will identify future priorities and emerging themes, and include a set of recommendations regarding the development, strengthening and maintenance of stakeholder engagement activity over the next three years. The appointed contractor will be required to present the final report, findings and recommendations to BBSRC's Executive Director for Strategic Planning, Evidence and Engagement and members of the cross-office Task and Finish Group.

Mandatory requirements

1. A timeline or Gantt chart for the lifecycle of the project, including key milestones and deliverables. This must include an initiation meeting with the BBSRC project team, and a handover meeting for the presentation of the final report and recommendations to BBSRC's Executive Director and key members, and regular updates/meetings between a designated project lead and BBSRC's project coordinator throughout the lifecycle of the project.
2. A detailed plan of how the appointed contractor will support BBSRC to conduct the quantitative, in-house part of the research (i.e online questionnaire), including questionnaire design, a timetable for delivery and a plan for encouraging responses. Based on previous research, the survey will be sent to around 2000 stakeholders with an expectation of at least 30% response rate.
3. A detailed approach of how to engage, recruit and interview around 30 senior stakeholders in telephone interviews lasting between 30-45 minutes. Alongside this, a detailed approach of how to shape the questioning for the telephone interviews to enable meaningful comparison to be drawn with the findings of the 2018 stakeholder engagement survey, as well as being able to garner new findings.
4. A plan of how to convene a small number of focus groups with representative groups of stakeholders, ideally of different seniority levels. Bidders should indicate their strategy for identifying who should be invited to participate in focus group discussions and the anticipated line of questioning to support the qualitative and quantitative data to be collected through interviews and online questionnaire. The plan should also include the bidder's recommendations in terms of how many

focus groups would be most effective and how these will be run, e.g., virtually or in person.

5. A detailed plan of how the qualitative and quantitative information gathered through this research project will be analysed and reported, both in its own right as well as in relation to the findings of the previous stakeholder surveys. This should include a set of options for how to best analyse and report the data against the 2014, 2016 and 2018 surveys.
6. A proposal for how the findings will be used to deliver a final written report and recommendations for BBSRC. We expect the report to align with the current UKRI messaging around the importance of engagement and inclusivity across the research and innovation system. As set out in the Corporate Plan <https://www.ukri.org/wp-content/uploads/2020/10/UKRI-091020-CorporatePlan2020-21.pdf> UKRI's mission is to: *convene, catalyse and invest* in close collaboration with others to build a thriving, inclusive research and innovation system that connects discovery to prosperity and public good.

One of UKRI's guiding principles is centred on engagement, whereby we will listen to and engage deeply with our communities and partners; understand the perspectives and priorities of diverse people and groups; and create an inclusive, open and vibrant system that delivers benefits for the UK and beyond.

7. The previous reports have been framed around the following sections, but there is scope to adapt and refresh this format slightly: (1) Executive Summary – providing an overview of the key findings and high-level recommendations from the research; (2) Introduction - outlining the background and objectives of the research; (3) Awareness and Understanding – outlining stakeholders' level of familiarity with BBSRC; (4) Working Relationships – exploring stakeholders' relationships with BBSRC; (5) Performance and Impact – investigating stakeholders' perceptions of and attitudes towards BBSRC (and now UKRI); (6) BBSRC's Vision and Strategic Direction – analysing how well BBSRC is perceived to be delivering against its Delivery Plan/Forward Look; (7) Future Priorities – understanding stakeholders' expectations of BBSRC over the coming three years; and (8) Emerging Themes – horizon-scanning the wider political, economic, social and technological factors that BBSRC should be aware of in developing its portfolio of stakeholder engagement activity.

Bidders should demonstrate awareness of BBSRC's corporate publication style and clearly articulate how they will ensure the final report and recommendations will be made accessible to BBSRC's non-specialist audiences.

8. A set of suggestions for how this piece of stakeholder research could be developed from the most recent report so that it delivers over and above being a piece of comparative research.
9. A clear budget (including VAT) and timescale details against all elements of the project. This budget must be clearly broken down for all elements of the project and include the daily rates for all team members involved in the project. Bidders should ensure that they provide clear costings for three focus groups, 30 telephone interviews, supporting the design and conduct of the online questionnaire, data analysis, report writing and key meetings with BBSRC.

10. Summary details of the team members that will be involved in the project and the roles they will take in delivering the work. Bidders should include details of how the project will be managed and delivered by the team and indicate a designated project lead who will act as the main point of contact for BBSRC. Bidders should also provide examples of skills that the team has applied to similar work conducted in the past.

In preparing their submission, bidders must demonstrate a clear understanding of BBSRC, the rationale and scope for this project, and a clear understanding of the previous stakeholder engagement reports. Bidders should also demonstrate their understanding of wider socio-political issues and BBSRC's corporate environment and outline the relevance to this research project.

6. Projected Timetable

The below timings are based on anticipated dates for completion, and as part of the project plan, bidders should outline their anticipated date for completion for all associated activities.

August 2021 – Go to tender

October 2021 - Appoint supplier

Mid-October 2021 – Start project (over the coming weeks: initiation meeting, finalise methodology and questionnaire design)

November 2021 – Commence data collection (open survey; telephone interviews; focus groups)

Mid-December 2021 – Complete data collection and data analysis

Mid-January 2022 – Produce draft report

End January 2022 – Finalise report and present findings and recommendations to BBSRC (BBSRC to publish report)

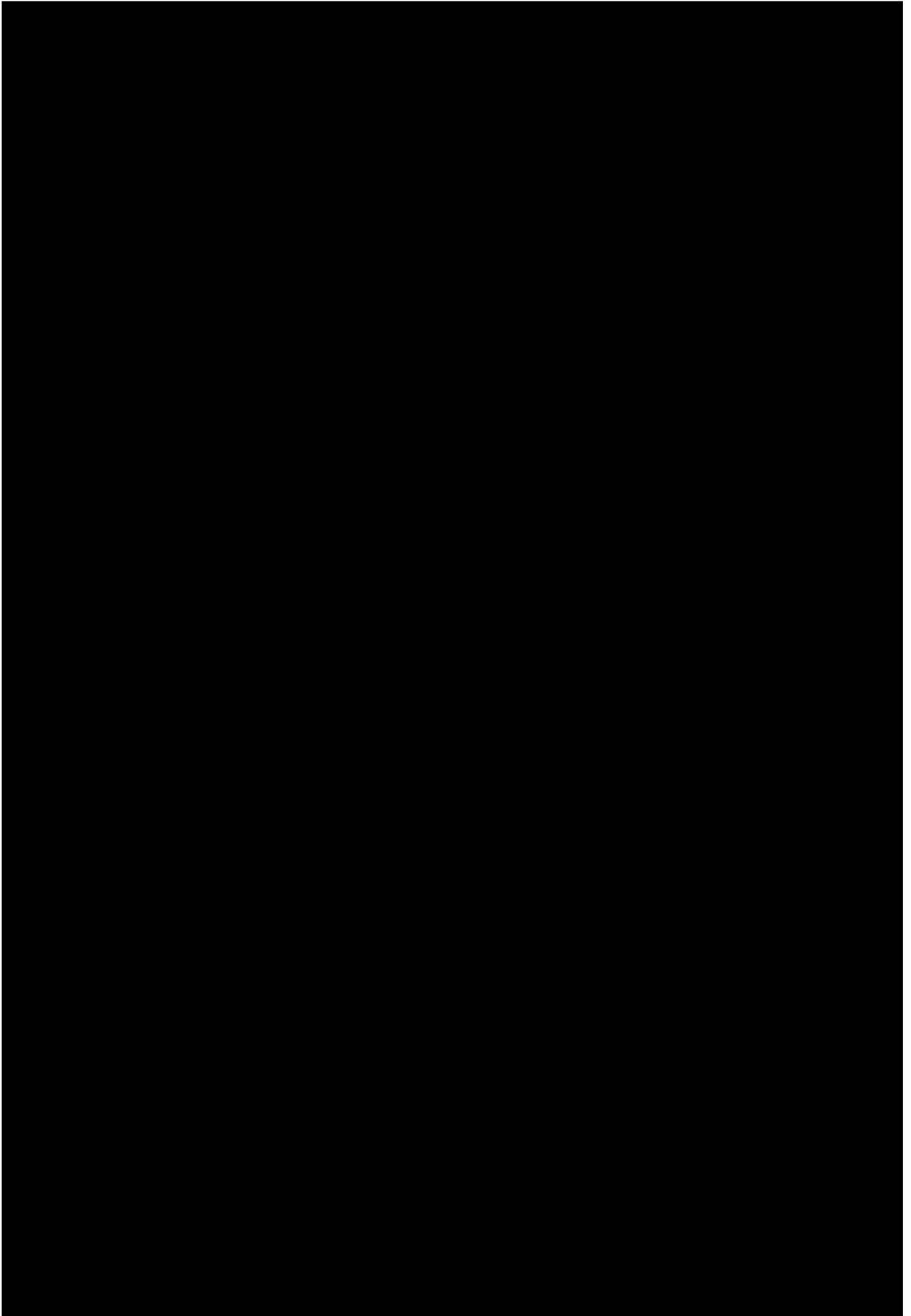
7. Payment

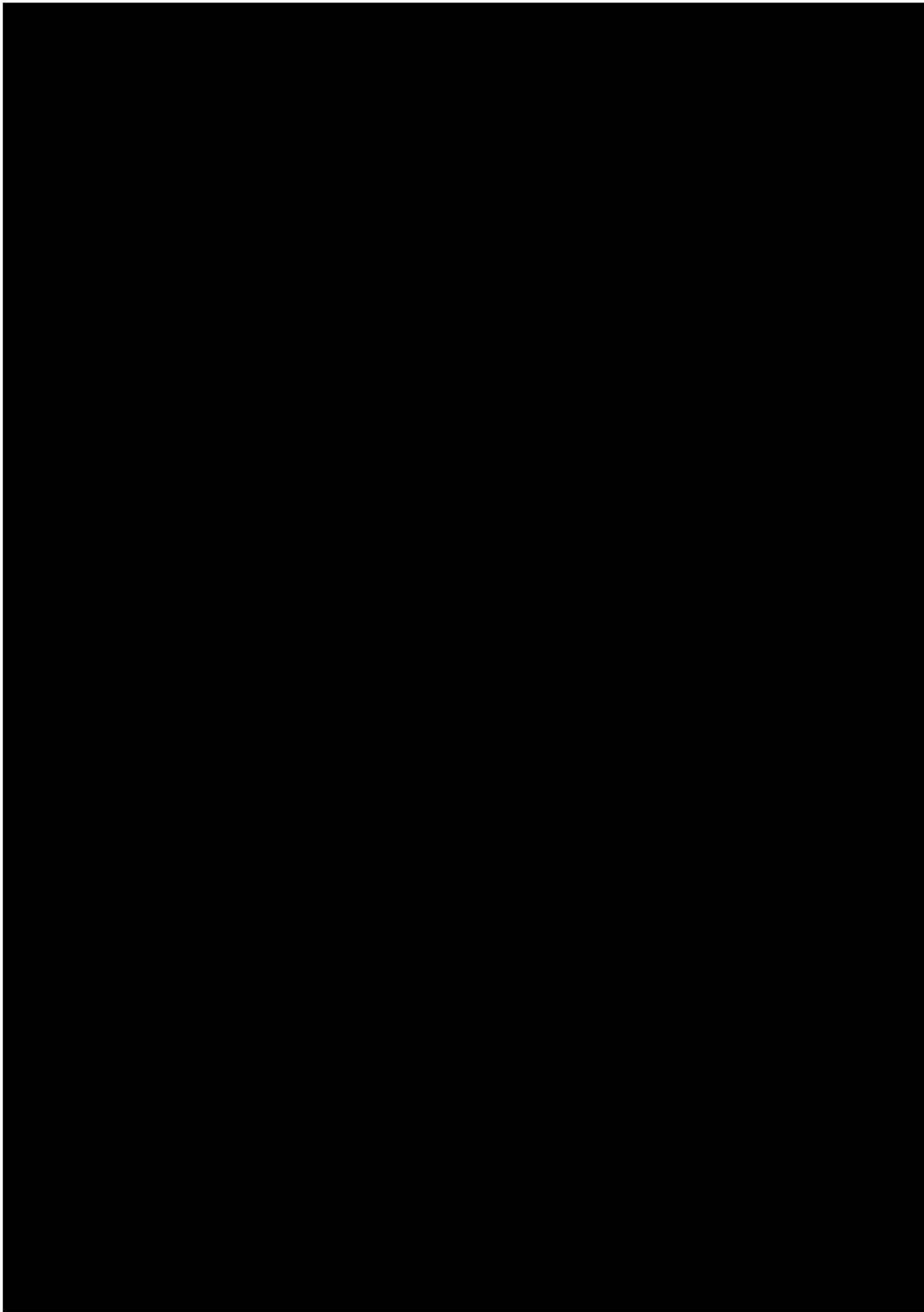
BBSRC intends to make a single payment for completion of these services, upon delivery of the final report.

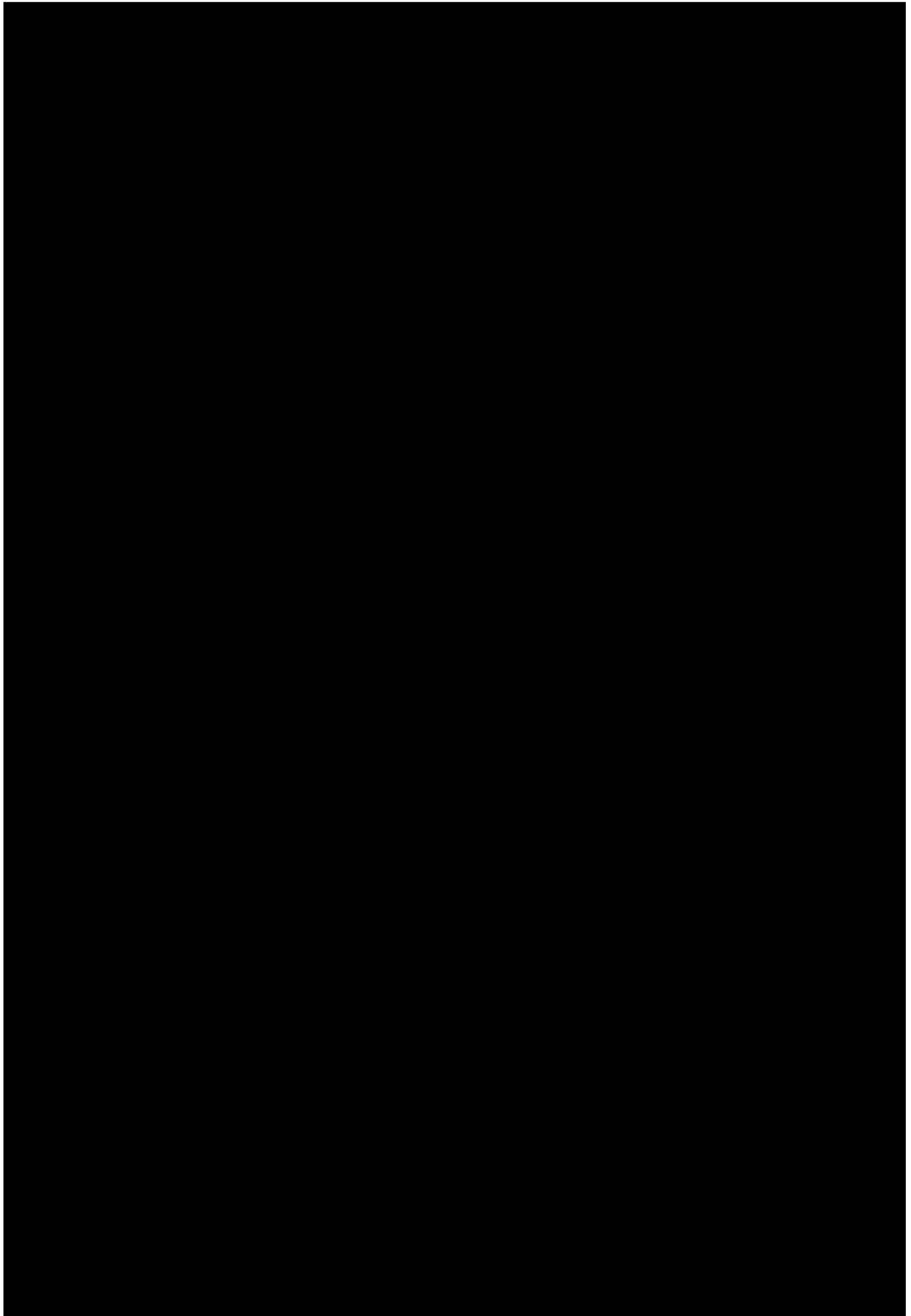
8. Terms and Conditions

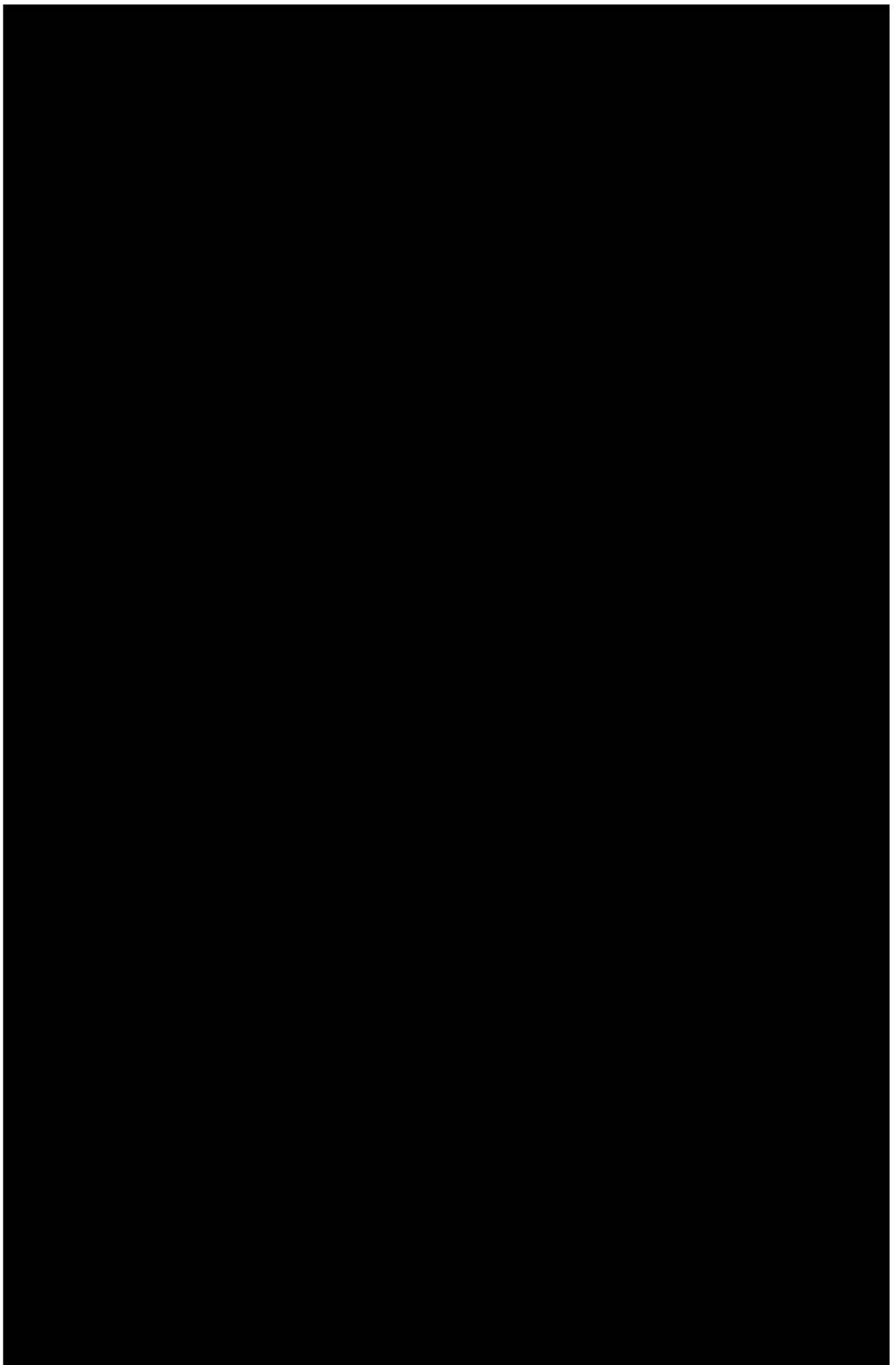
Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

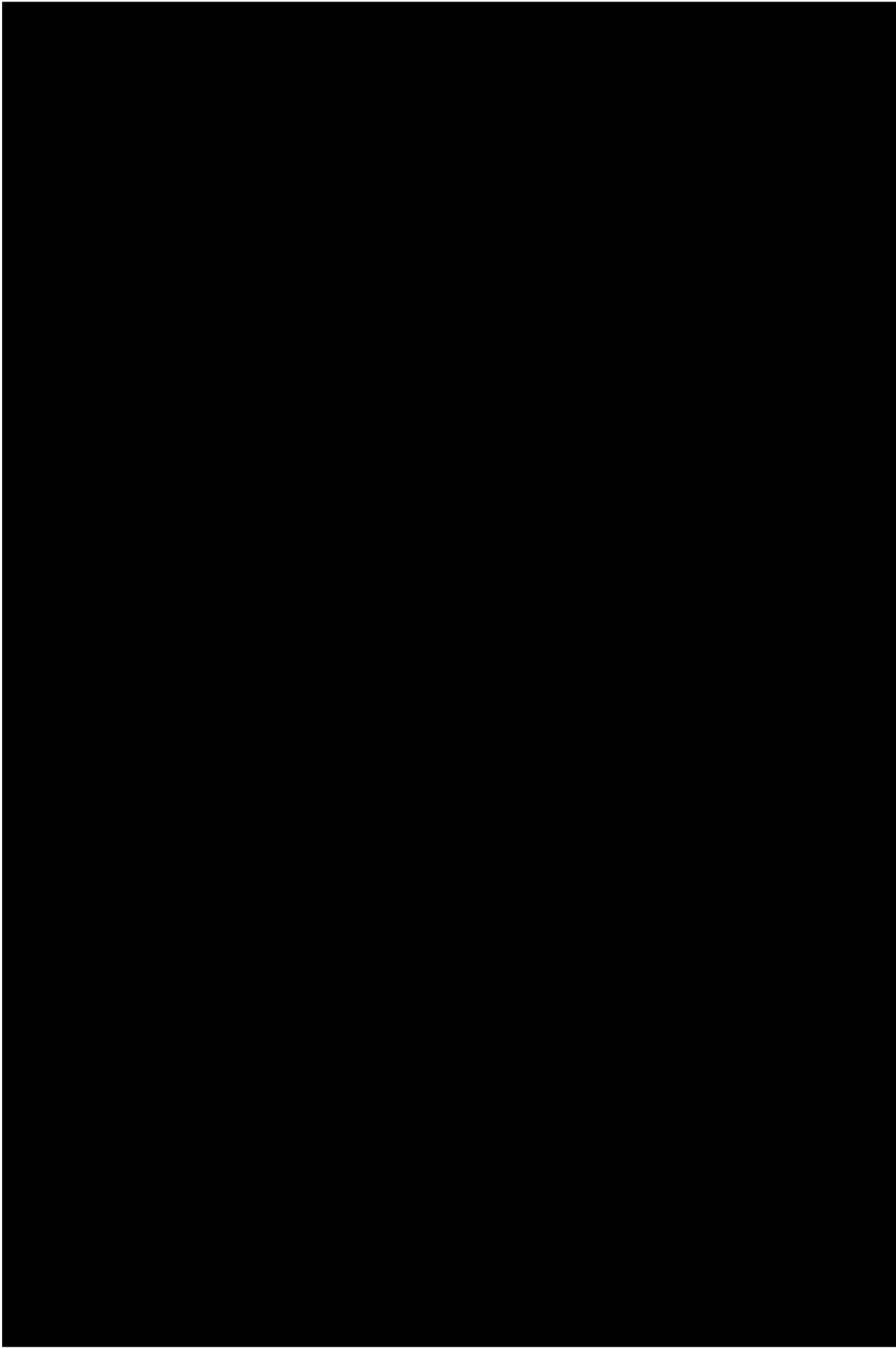
ANNEX B
Supplier Proposal

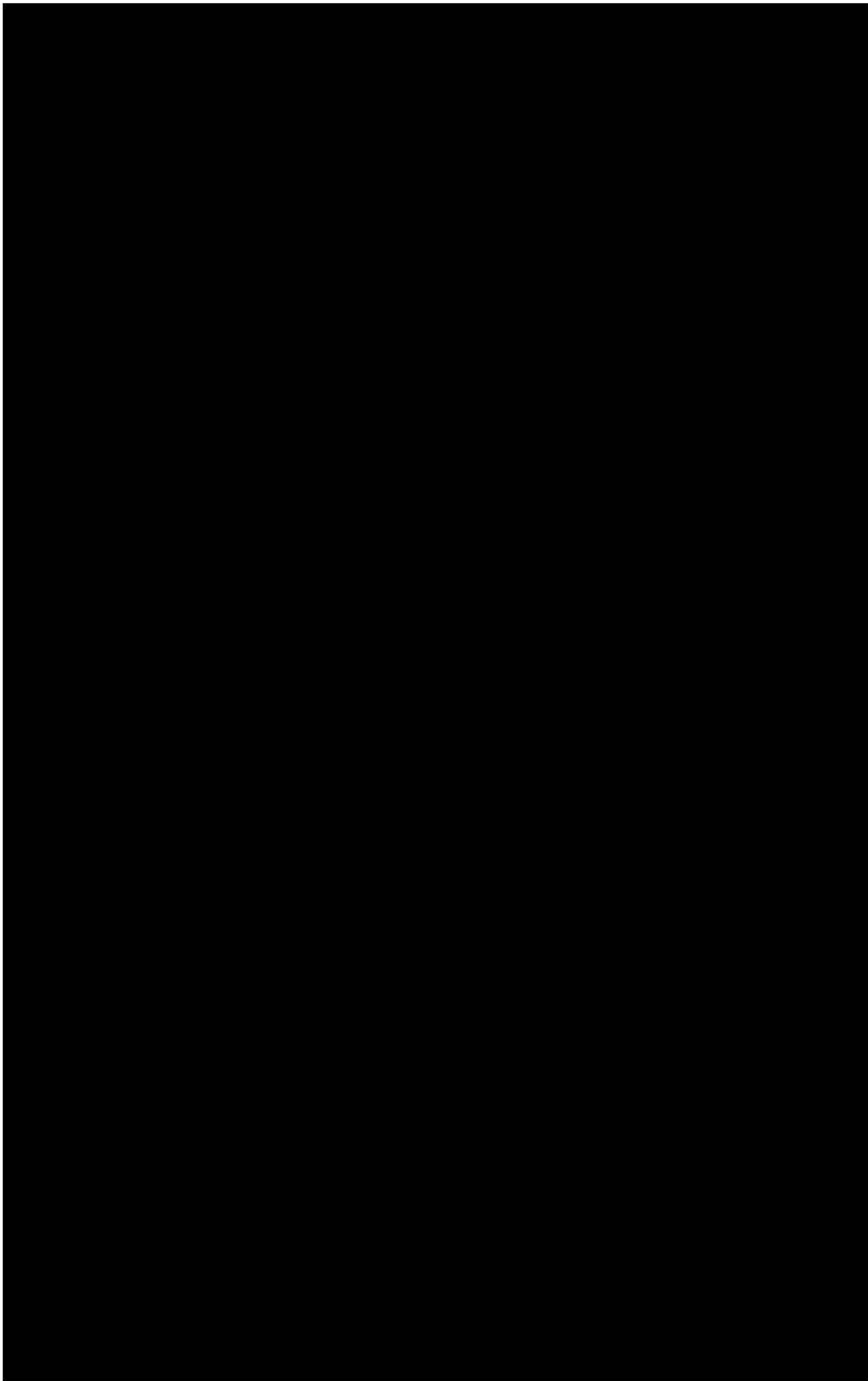


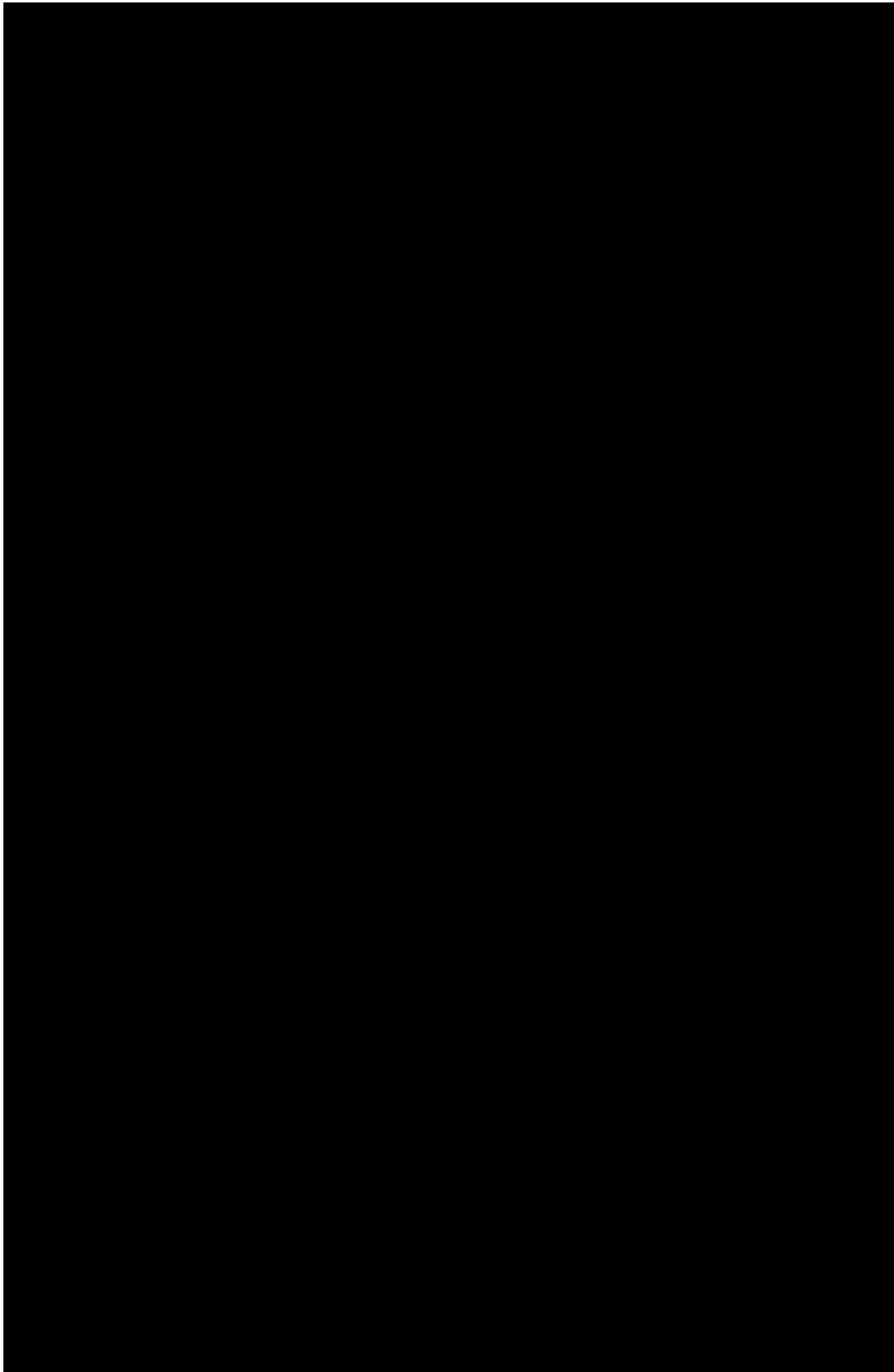


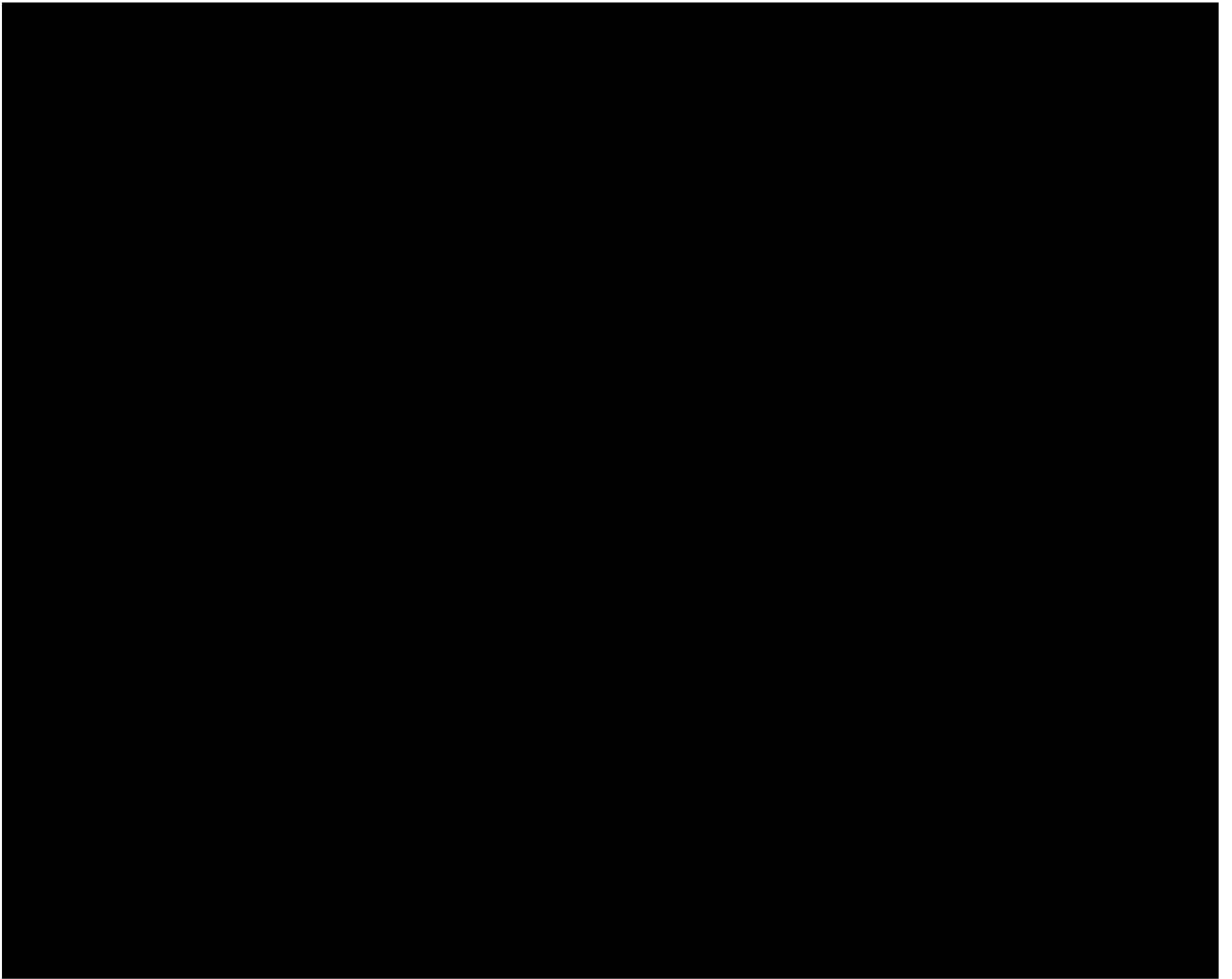


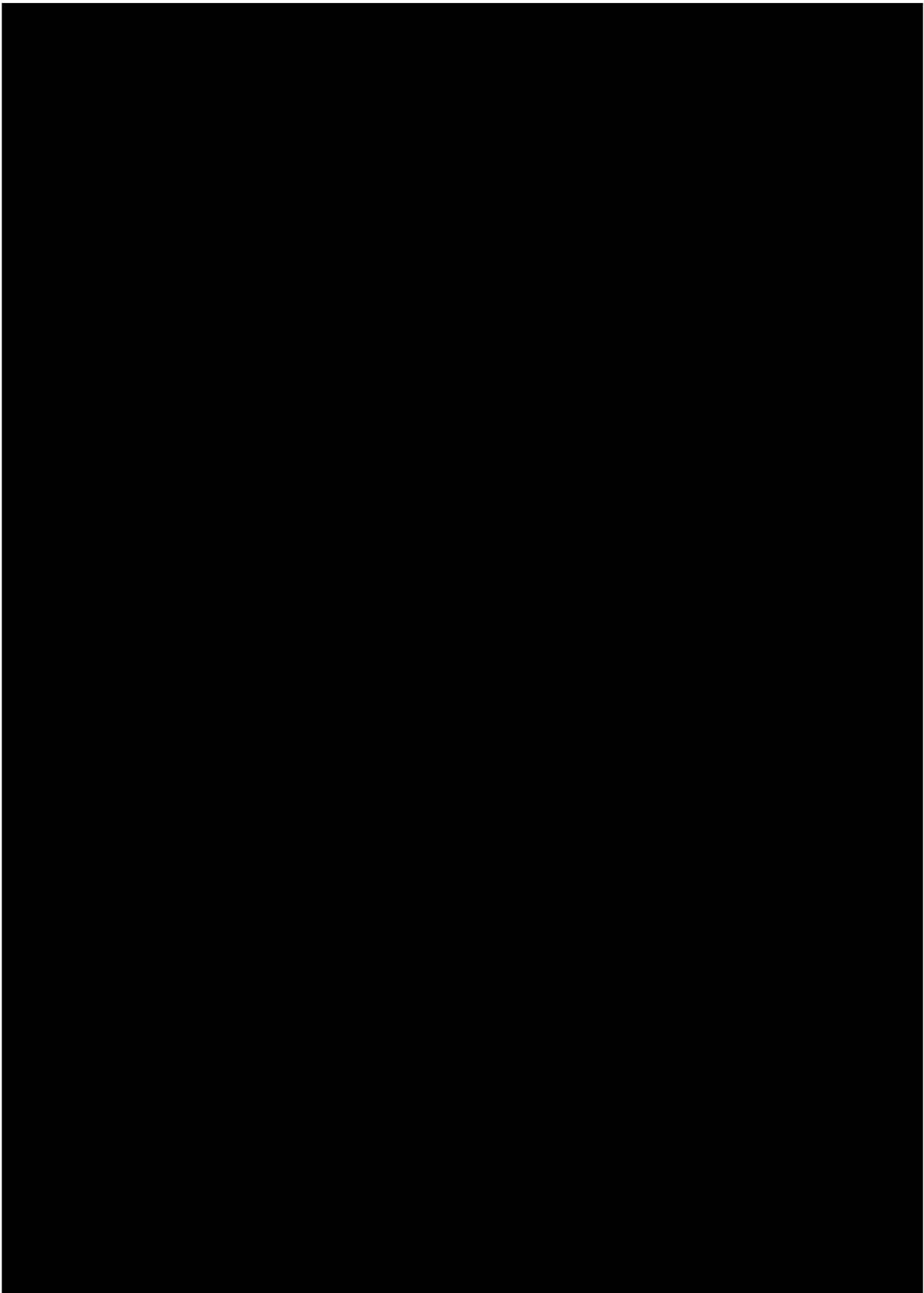


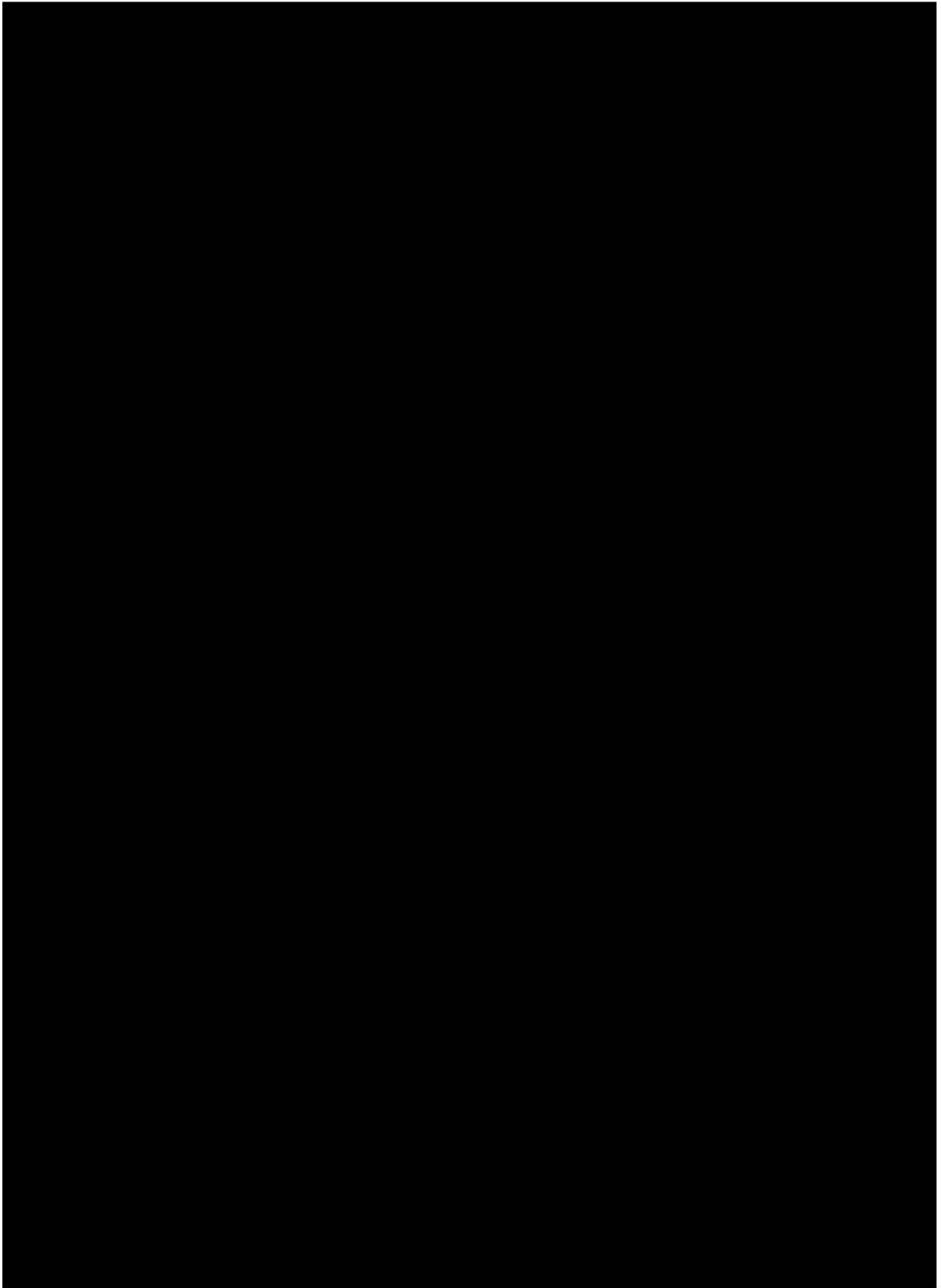


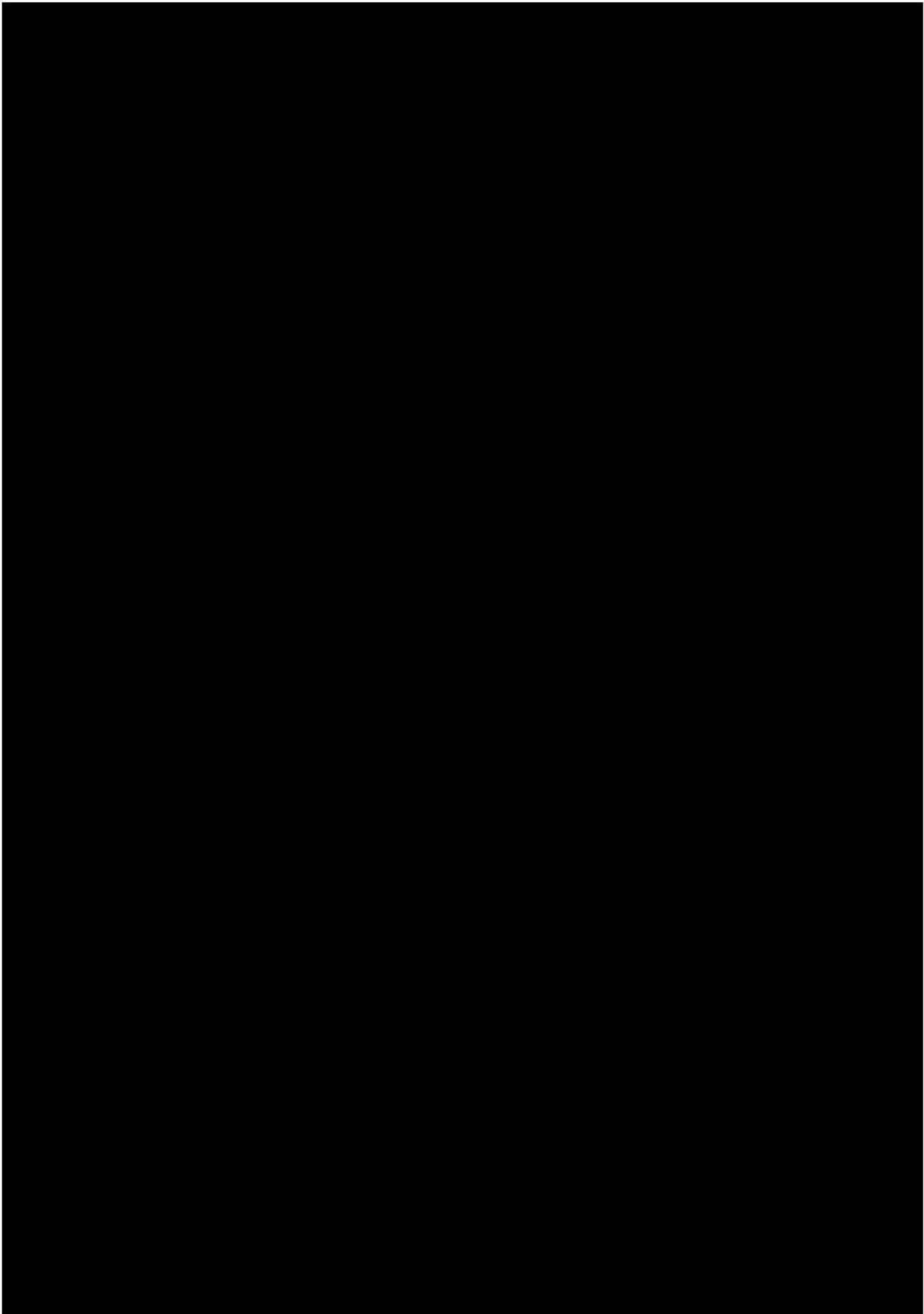


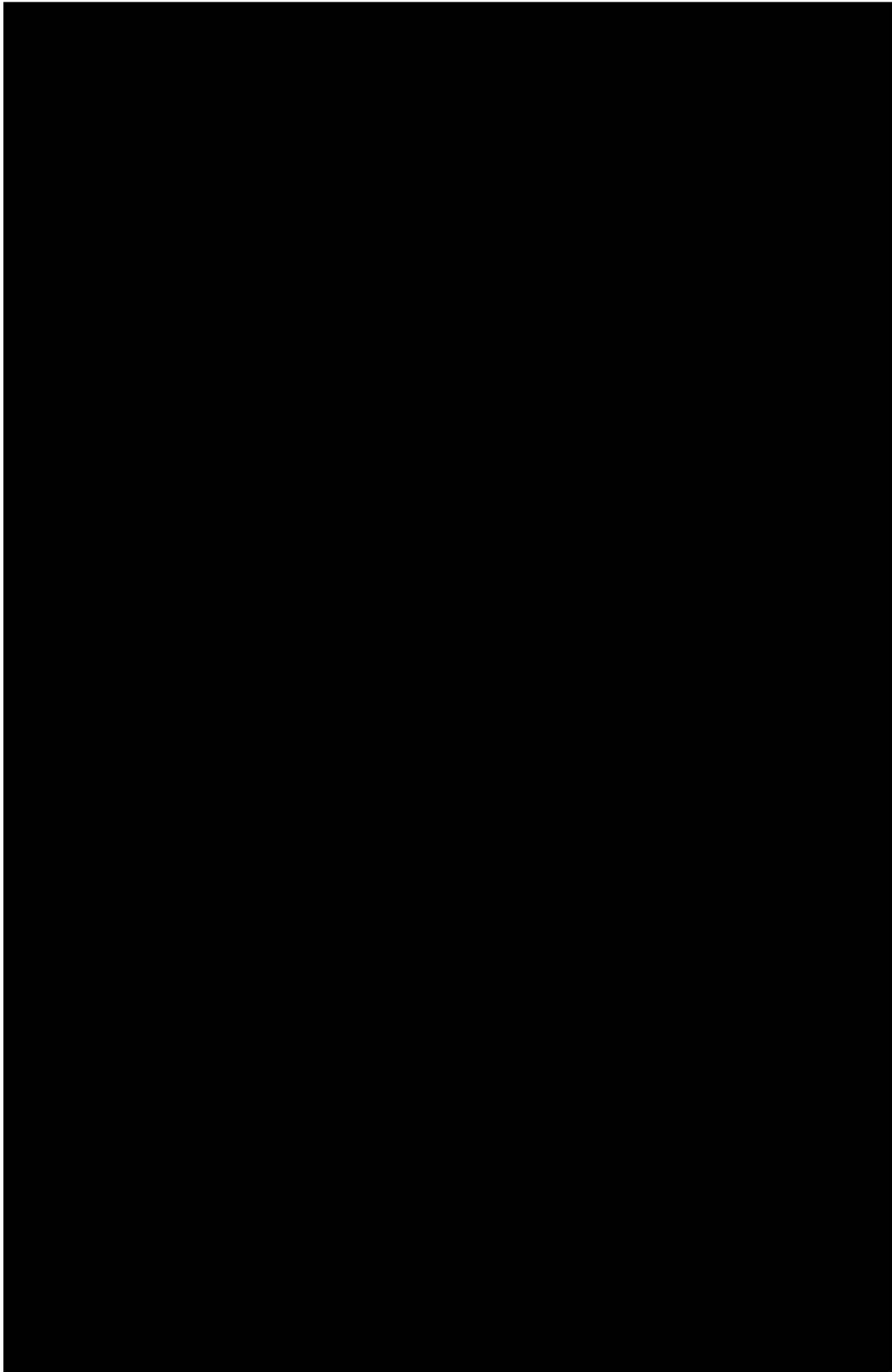


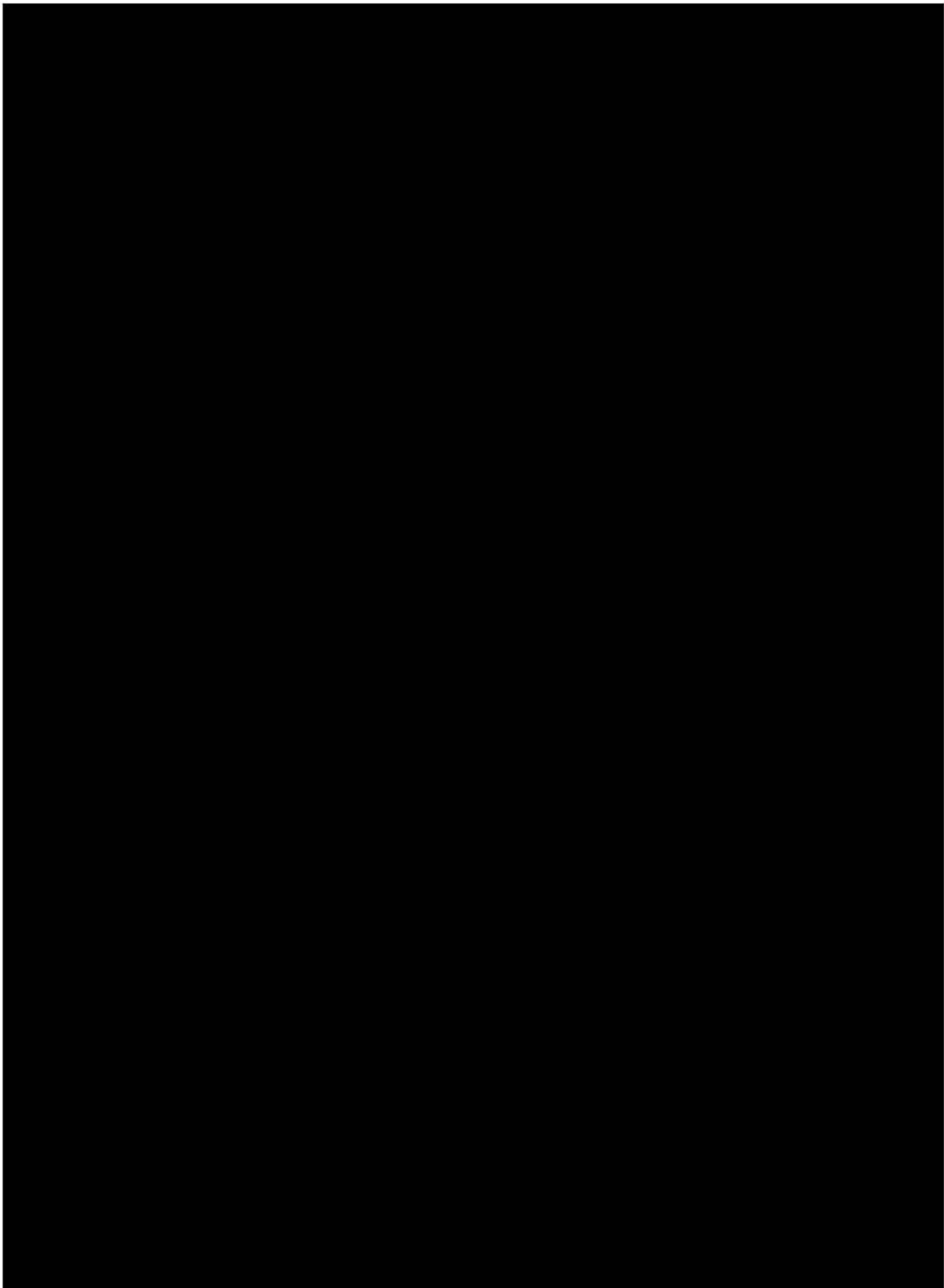


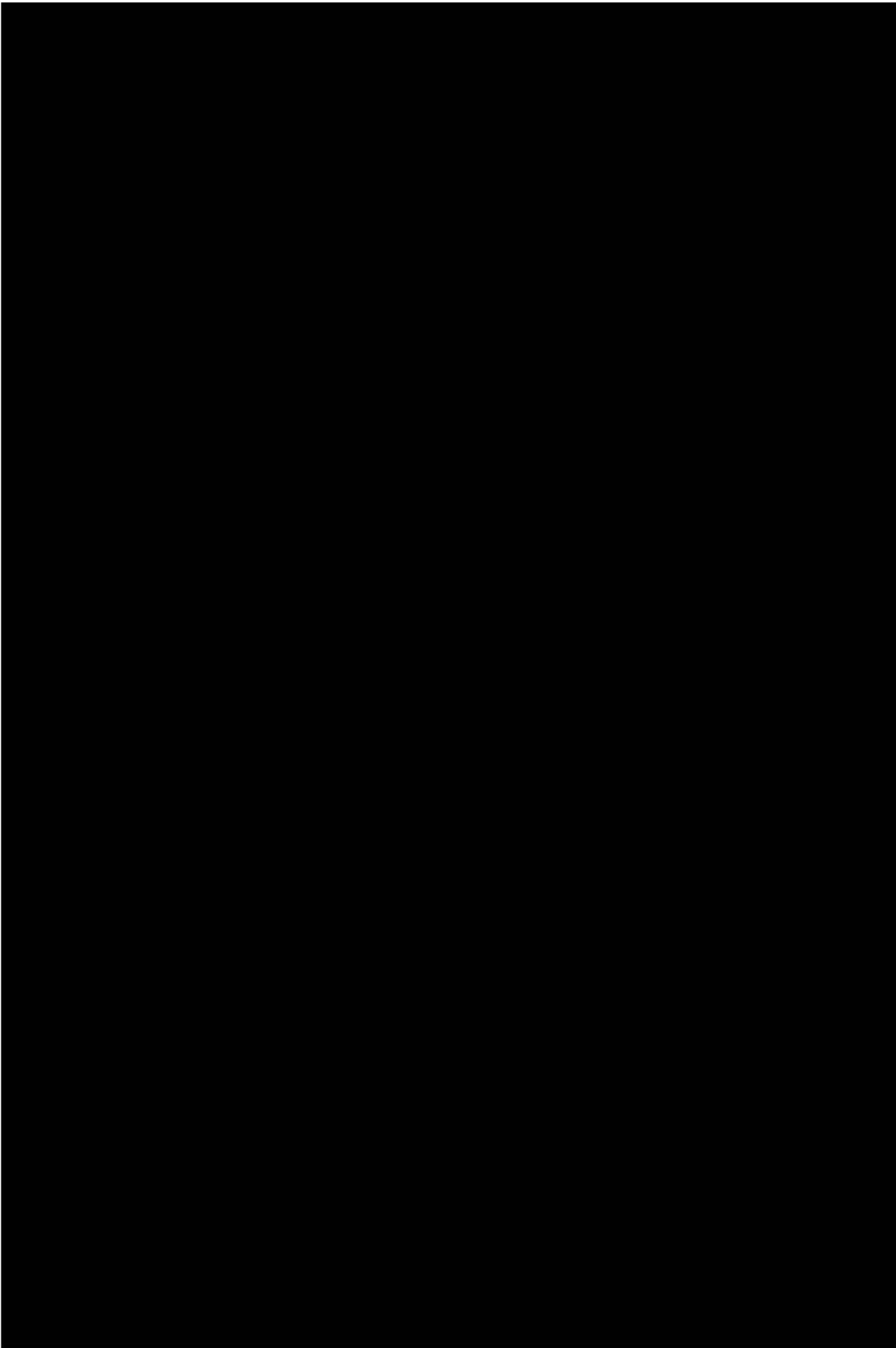


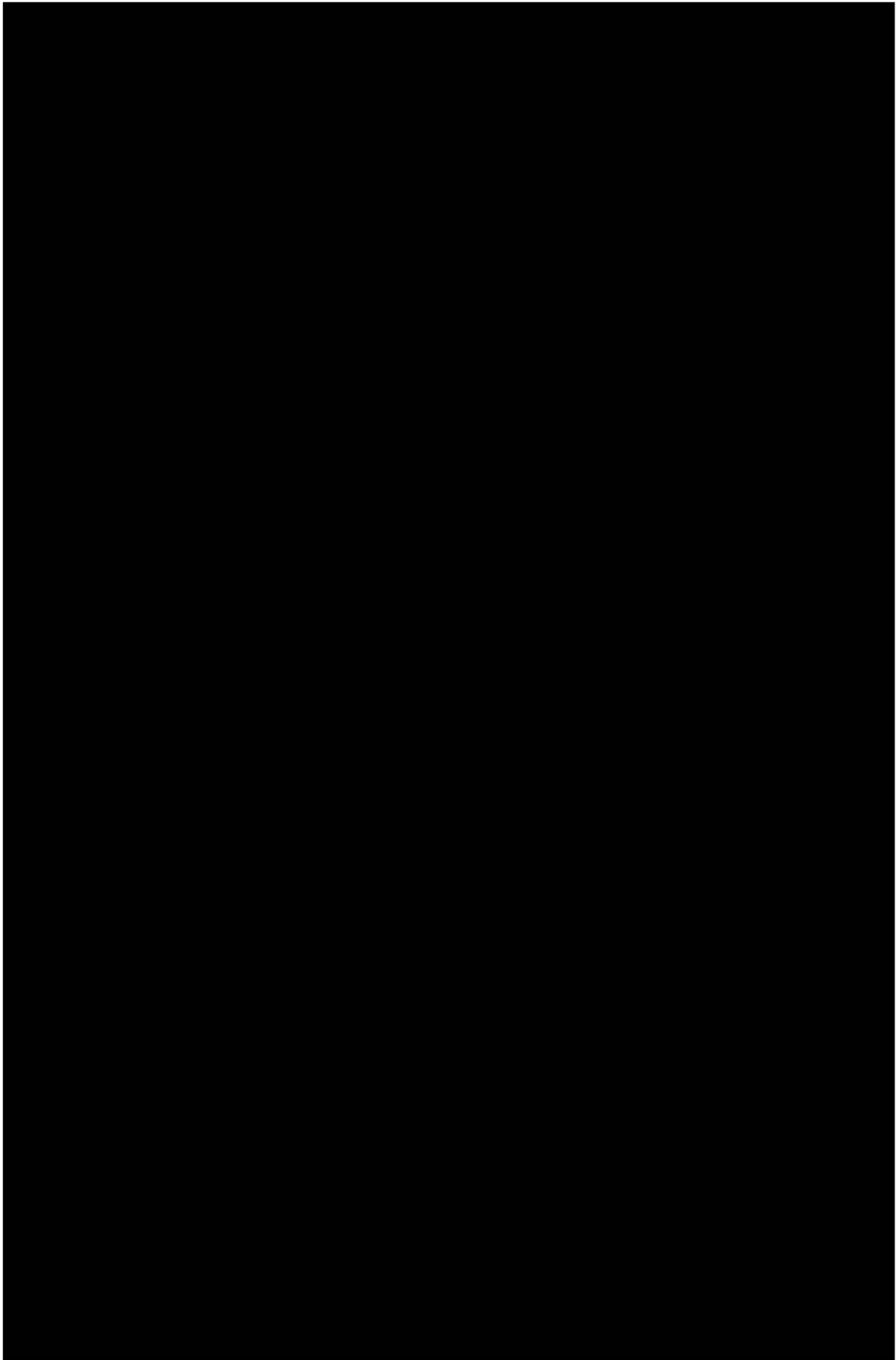


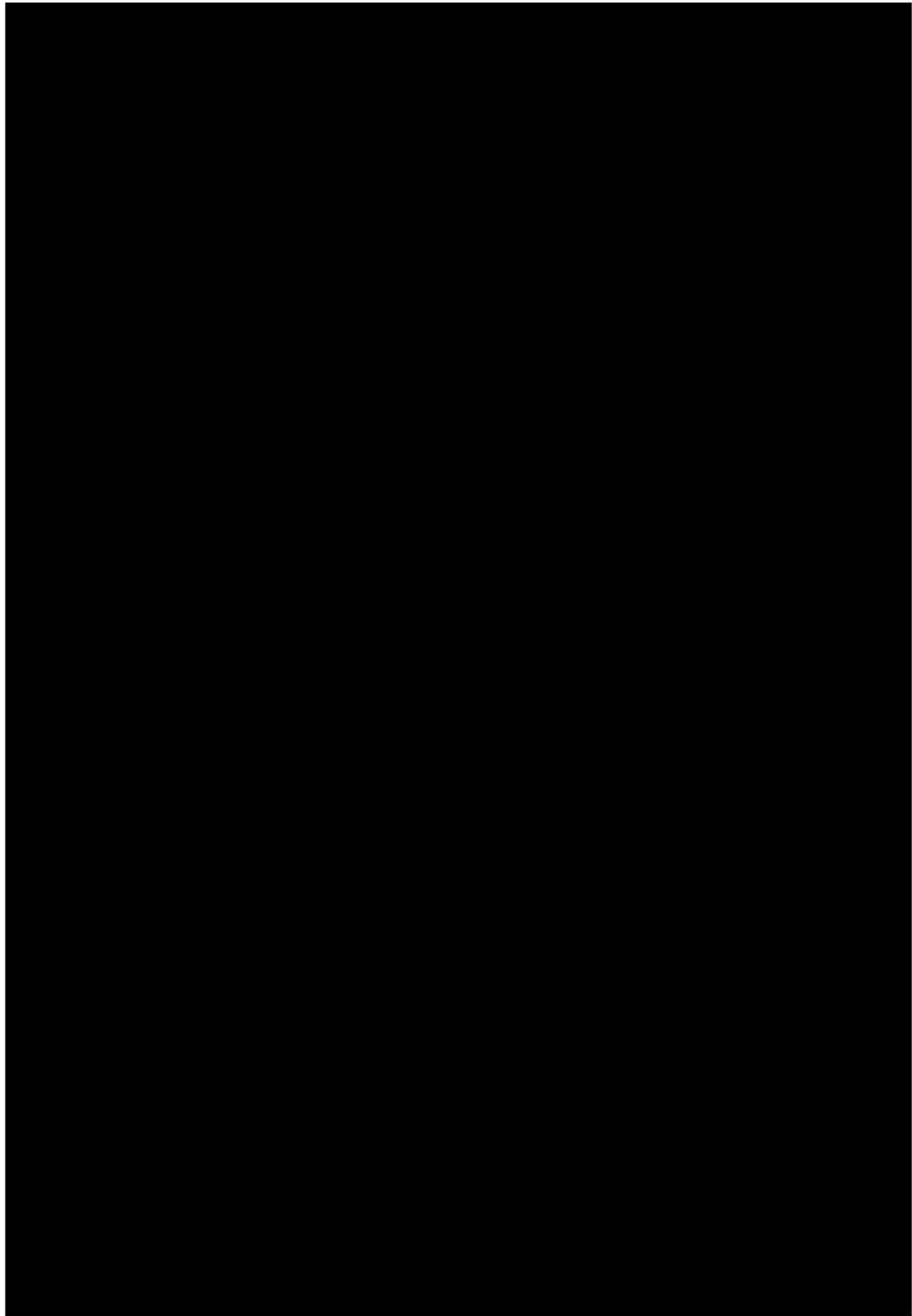












Part 2: Contract Terms



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